

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC/AMD Staff Notes 16-20 December 1985

FROM:

C/OC/AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

30 DEC 1985

2.

DD/CO

26 DEC 1985

27 DEC 1985

3.

C/OPS

27 DEC 1985

4.

OC/EXA

27 DEC 1985

5.

~~OC/OL/ISC~~

6.

C/AMD

12-31

7.

C/OPS

2 JAN 1986

3 JAN 1986

8.

D/CO

03 JAN 1986

3 JAN 1986

9.

10.

11.

OC/OL/ISC

12.

13.

14.

15.

Archiving

Re #7, we should solve secretarial problem ourselves.

Re #13, what is scope, purpose, and cost of study.

Re #19, I'd like to see results. The Dan

ARCHIVING

6-7: Larry - understand you have been working #13 directly with Stan. Can you respond to Dan's questions?

7-8: Dan, RE #7, we plan to.

RE #19, I previously told them to prepare to report results and proposals to you.

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OC-13912-85

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MEMORANDUM FOR: Director of Communications

25X1 FROM:

[redacted]  
Chief, Administrative Management Division, OC

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1. During the week, Office of Communications (OC) Electronic Technician strength decreased by one due to a change in career cognizance. We experienced no gains in Panel D personnel during the week. Since there were no losses due to retirements or resignations, and no new requirements were identified during the period, the Panel remains at 24 personnel understrength.

2. Panel N and overseas TDY Support activities included the processing of one file shop (Panel E). OC is currently providing seven Telecommunicators and one Engineer for TDY support of the Foreign and Domestic Networks.

25X1 3. [redacted] reported to OC/AMD/DADB on 16 December as an addition to the Processing Staff. He will initially fill in for processors on leave and will eventually replace the next processor who departs PCS.

25X1 4. [redacted] attended the Home Buyers Workshop. The  
25X1 information obtained at this workshop should prove to be extremely beneficial to the CONUS assignees [redacted] processes.

5. A total of 28 prospective OC applicants were scheduled for testing and interviews at the Holiday Inn on 16 December. By the time the presentation began, only 19 actually showed up. Testing was administered to 12 Electronic Technicians and 7 Telecommunications Specialists which resulted in 4 ET's and 1 TCS'er being Placed in Process.

25X1 WARNING NOTICE -  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED



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A break-out of the remaining 14 who were not placed in processing are as follows:

- 6 ET - Failed Test
- 2 ET - Rejected based on personal interviews
- 4 TCS - Failed Testing
- 1 TCS - Rejected based on personal interview
- 1 TCS - Self cancelled based on low salary

6. The week recruiting blitz in Worcester and Waltham, MA resulted in 7 applicants being placed in process from a total of 23 tested and interviewed by the Office of Communications, Office of Security and Office of Medical Services representatives. Even though the resultant numbers are low, a higher percentage should EOD based on the upfront security and medical interviews.

The following were placed in processing:

- ET - 4
- TCS - 3

25X1 7. A meeting was held on 18 December with [ ] from  
25X1 the DDA's office, along with [ ]  
25X1 [ ] to discuss OC's concerns with the  
25X1 status of contract wives. [ ] is working on a paper  
concerning delays in salary payment experienced by some contract  
wives and at the same time, collecting contract processing packages  
from various components. [ ] has briefed her on OC  
procedures for processing contract wives. [ ] explained to  
[ ] that OC's problem was not in the area of delays of  
payment but more in line of career continuity, long security  
clearance times, etc. [ ] explained that her main emphasis  
would be on the delay of payment and she might have time to address  
the disparity in processing packages but she doubts she would have  
the time to address any of the problems affecting OC. It was  
decided that OC would do a staffing paper on our own problems.

8. Personnel Services Section requested and received an OP Biographic Profile for each MC careerist which will be filed in the individual's OC soft file.

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9. OC/AMD and Office of Training and Education officers met again 5 December to further refine plans for supervisory training in the field. Plans for the training will be forwarded to the Area Chiefs by 3 January 1986.

25X1

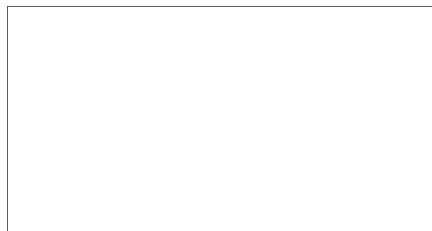
12. Office of Information Technology is in the process of establishing a PC software/hardware store in 2C11 Headquarters. Opening date of the store is not yet known.

25X1

13. The Statement of Work (SOW) for the study of OC's ADP use and needs has been awarded to [REDACTED]. A representative from each division and staff has been named as a point of contact and member of a committee to monitor the contract work. Anyone having special data processing requirements, should see one of the following representatives:

25X1

OC/ADPCO  
OC Staff  
OC-AMD  
OC-CSD  
OC-ED  
OC-FND



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18. As the academic year comes to a close, a review of the year shows that 1985 began with the Operations Training Department (OTD) supporting six major training projects, including the Basic TCA program. By the end of 1985, OTD (Advanced and Basic) was supporting ten major training projects. Second Phase Automated Relay Switch (SPARS), MERCURY, and Foreign Networks Division Intelligent Communications Terminal (ICT) and Time Division Multiple Access (TDMA) were added, requiring eight instructor personnel to provide minimum support to these new programs. Support was provided to project SURGE and PURGE in addition to the normal training. The training requirements expanded and independent contractor personnel strength declined by three.

25X1 19. [redacted] Office of Training and Education,  
25X1 assisted [redacted] Communications School Group, in  
25X1 facilitating the first running of the School's "Futuring" seminar  
25X1 which involves two brainstorming sessions. [redacted]

20. The TDMA Computer-Based Training project met the Phase I (Design/Analysis) milestone on schedule. The "Design Specification" deliverable was reviewed, accepted, and signed on 13 December 1985.

25X1 21. Representatives from [redacted]  
25X1 returned to the School on 16 December and initiated Phase II (Development) of the project. Throughout the week, Subject Matter experts [redacted] will provide the preliminary detailed course content. Additional meetings are planned in January 1986; February 1986 is set as the Phase II completion milestone. Completion of Phase III (Production) and courseware delivery milestone is 4 April 1986.

25X1 22. [redacted] of the Communications School Group's  
25X1 Instructional Support Department (ISD) met with [redacted] and  
25X1 [redacted] of the Technical Training Department (TTD) to obtain their inputs to the 1986 Curriculum Catalog which is due out circa 1 February 1986.

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25X1 23. [ ] (ISD) is continuing analysis of the Wang  
25X1 Maintenance course with the Technical Training Department Subject  
25X1 Matter specialists. Also, [ ] is developing student  
25X1 target population studies for each instructional training  
25X1 department. A target population study allows each instructor to  
25X1 tailor training to fit student needs and desires.

25X1

25X1 25. A Special Achievement Award was presented by the Director  
25X1 of Communications to [ ] Chief, Graphics Section,  
25X1 Educational Support Staff, for her efforts in producing the KG-84  
25X1 Handbook.

25X1

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